



William F. Martin
Mayor

City known as the Town of
GREENFIELD, MASSACHUSETTS

Purchasing and Procurement

Town Hall • 14 Court Square • Greenfield, MA 01301
Phone: 413-772-1569
purchasing@greenfield-ma.gov

Audrey LaBonte' MCPPO
Chief Procurement Officer

Phil Wartel
Procurement Officer

NOTICE

19-20 REQUESTS FOR PROPOSALS

**LANDSCAPE MAINTENANCE SERVICES AT THE GREENFIELD HIGH SCHOOL
CITY OF GREENFIELD, MA aka TOWN OF GREENFIELD**

The Town of Greenfield is requesting proposals from qualified landscape maintenance contractors for landscaping and grounds keeping at the Greenfield High School to include; turf maintenance, including mowing; seasonal and periodic services such as aeration, organic fertilization, weed and pest control, and seeding; maintenance of all trees and plants, including, seasonal and periodic pruning, trimming, cutting, dead-heading and weeding of all plant beds; maintenance of the existing irrigation system; and seasonal spring and fall cleanup operations including the installation of new mulch in the spring and leaf removal in the fall.

A walkthrough will be held at the school at 21 Barr Avenue on Tuesday, January 22, 2019 at 11:00 am, and will start from the main office.

Proposals must be submitted in two separate sealed envelopes marked "19-20 GHS Landscaping Services – Non-Price Proposal" and "19-20 GHS Landscaping Services – Price Proposal". See Section IV of the RFP for submittal information. Proposers must submit one (1) original copy of the price proposal and one (1) original and three (3) copies of the non-price proposal, and each must be submitted in separate sealed envelopes no later than 2:00 p.m., Friday, January 25, 2019. Faxed and electronic submissions will not be accepted. Late proposals will be returned unopened. Proposals must to be sent to:

Office of the Mayor
14 Court Square
Greenfield, MA 01301

As of 10:00 a.m. on January 16, 2019 copies of this RFQ for the Landscape maintenance Services at the Greenfield High School may be obtained from the Town of Greenfield website at www.Greenfield-ma.gov under "Departments", "Purchasing", "Active Bids/RFQ/RFP" or from the Purchasing Department at purchasing@greenfield-ma.gov. Please recheck the website for any possible addendums prior to final submission. Call Phil Wartel at (413) 772-1500 x-2131 for additional information.

Sealed proposals submitted in accordance with the instructions outlined in the RFP documents will be accepted until 2:00 p.m. Friday, January 25, 2019. See Section IV for details. Fax and electronic submissions will not be accepted. The Proposal awarding authority is: Greenfield Public Schools, 195 Federal St., Greenfield, MA 01301

TABLE OF CONTENTS

	<u>Page</u>
Section I Project Description.....	3
Section II General Information.....	3
Section III Scope of Work.....	6
Section IV Proposal Submittal Requirements.....	12
Section V Evaluation Criteria.....	13

ATTACHMENTS:

A Non-Collusion and Tax Certification Forms.....	16
B Contractor's Certification	17
C Sub-Contractor's Certification	18
D Certificate of Non-Collusion	19
B Price Proposal Sheet.....	20
C Site Plan.....	21

Section I: Project Description

Greenfield is a community of approximately 18,000 residents located in the northwest corner of Massachusetts. It is the largest population and employment center in Franklin County, which has a population of approximately 70,000. The City of Greenfield (Town) is seeking proposals for landscaping and grounds keeping services at the Greenfield High School, 21 Barr Avenue.

A Request for Proposals (RFP) is being issued instead of a bid in order allow the Town to evaluate more than just cost to include years of experience and number of projects of similar size and scope, and qualifications of project personnel.

Section II: General Information

A. Point of Contact and Issuing Office:

Town of Greenfield, Purchasing Department, Phil Wartel, Procurement Officer
Email: purchasing@greenfield-ma.gov
Phone: 413-772-1569, x-2131
Address: 14 Court Square, Greenfield, MA 01301

B. Duration of Contract:

The term of this contract shall be for a period of one (1) year with the option to renew up to two (2) additional twelve month periods to a maximum of three (3) years. All contracts are contingent upon the availability of appropriated funds. Renewal of the contract will be awarded at the sole discretion of the Owner.

C. Questions:

All questions are to be submitted **in writing** to the point of contact identified in Section IIA above no later than 1:00 p.m., Wednesday, January 23, 2019. Electronic submission of questions is acceptable. All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Answers will be posted by 4:00 p.m. Wednesday, January 23, 2019 to the website at www.Greenfield-ma.gov under “Departments”, “Purchasing”, “Active Bids/RFQ/RFP”. All submitted questions and answers will be distributed to all known who received the RFP document.

D. Solicitation Process:

This RFP is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Chapter 30B of the Massachusetts General Laws. The first step requires all Proponents to submit technical proposals addressing those items cited in Section IV of this RFP. An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section V - Evaluation Criteria. The Owner may select one or more responding firms for personal interviews if the Evaluation Team feels it is in the Town’s best interest to do so.

In the final phase, Price Proposals of the top three (3) Proponents will be opened for consideration.

E. Conditions of Award:

It is the intent of the Town to award the contract to the proponent offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price. The Town shall be the sole judge of the firm's qualifications and whether the proposal is in the best interests of the Town.

The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of vendors/companies submitting proposals.

Up to the time of signature of contract, the Town shall have the right in its sole discretion to terminate negotiations with or without cause if it deems it is in its best interest to do so.

F. Amendments to this Request for Proposal:

The Town reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. All amendments will be posted to our website, and will be distributed to all known recipients of the RFP document.

G. Insurance:

Throughout the term of the contract, the Contractor shall maintain at his sole expense effective insurance covering his activities at the project premises. The Contractor will not be permitted to start any work until he has submitted certificates covering all insurance called for, and has obtained approval in writing of such certificates from the Town.

Before starting, and until completion of the guarantee period, the Contractor shall procure, deposit, and maintain with the Town, insurance satisfactory to the Town as follows:

- A. Workmen's Compensation and Employer's Liability Insurance as required by the Workmen's Compensation Laws of the Commonwealth of Massachusetts.
- B. Comprehensive Commercial Liability Insurance covering Bodily Injury and Property Damage (Broad Form) as follows:

Limits of Liability*	\$1,000,000 each occurrence
	\$2,000,000 aggregate

* or \$1,000,000 single limit combined Bodily Injury and Property Damage.

The Comprehensive Commercial Liability Policy shall provide insurance for the Contractor for Bodily Injury and Property Damage to third persons arising out of:

1. Work performed by the Contractor himself with his own employees, called "premises operations."

2. Work performed by his subcontractors, called “sublet work” or Independent Contractors (this is referred to as Contractor’s Protective Liability).
 3. The Contractor’s liability assumed under this contract, called “Hold Harmless” clauses or indemnity agreement. (This is referred to as Contractual Liability Insurance).
 4. Products liability coverage covering the completed building or installation or products furnished. (This is called Products Liability Insurance for the manufacturer and Complete Operations Liability Insurance for the Contractor).
 5. If any work is to be performed below the surface of the ground, the coverage shall be extended to include protection against property damage caused by explosion (including blasting), collapse of structures and damage to underground pipes and utilities. (This is known as “XCU” coverage).
- C. Comprehensive Automobile Liability Insurance covering Bodily Injury and Property Damage, as follows:

Limits of Liability

Bodily Injury	\$500,000 each person \$1,000,000 each accident
Property Damage	\$1,000,000 each accident

* or \$500,000 single limit combined Bodily Injury and Property Damage.

This insurance is to apply with respect to all owned or hired vehicles of the Contractor and non-ownership protection for all employees of the Contractor engaged in the performance of this contract.

- D. All policies shall be so written that the Town will be notified of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment. **Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed in triplicate with the Town before operations are begun.** Such certificates not only shall name the types of policy provided, but also shall refer specifically to this Contract* and article and the above paragraphs in accordance with which insurance is being furnished and shall state that such insurance is as required by such paragraphs of this Contract and shall be sufficiently comprehensive as to permit the owner to determine that the required insurance coverage has been provided without the necessity of examining the individual insurance policies.

If the initial insurance expires prior to completion of the Work, renewal certificates shall be furnished by the date of expiration.

* If blanket coverage is furnished, this particular Contract need not be referred to.

- E. The Contractor shall require each of his sub-contractors to procure and maintain until the completion of that sub-contractor's work, insurance of the types and to the limits specified in paragraphs A to C, inclusive, above. It shall be the responsibility of the Contractor to insure that all his sub-contractors comply with all of the insurance requirements contained herein relating to such sub-contractors.

No insurances required or furnished hereunder shall, in any way, relieve the contractor of, or diminish any of his responsibilities, obligations and liabilities under the Contract.

H. Additional Information:

Any employee, supervisor, contractor, sub contractor, consultant or other personnel associated in any way with the awarded proposer must submit to a CORI background check before beginning any work associated with this project. The Greenfield Public Schools will process CORI requests and coordinate with the winning proposer to complete the CORI procedure. The Greenfield Public Schools reserves the right to exclude any personnel that it deems unfit to work in a school environment based upon an adverse CORI check.

The Town of Greenfield reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFP prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the Town. The Town reserves the right to accept the proposal deemed most advantageous to the Town.

The Proponent will be required to sign and submit with their proposal a Certificate of Non-Collusion and Tax Compliance Certification (Attachment A).

The Town of Greenfield's purchases are tax exempt under the number #E-046-001-163.

I. Confidentially:

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals are not opened publicly.

J. Termination of Contract:

During the landscape services period, thirty (30) days written notice shall be required for termination of the contract.

In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all products and services supplied to the termination date, together with all Termination Expenses, which include expenses directly attributable to termination for which the Contractor is not otherwise compensated.

Section III: Scope of Work

A. General Information:

The scope of services to be performed by the Landscape Maintenance Contractor (Contractor) shall include landscaping and grounds keeping. Specifically, the Contractor shall be responsible for turf maintenance including mowing, seasonal and periodic services such as aeration, organic fertilization, weed and pest control, and seeding. The Contractor shall also be responsible for maintenance of all trees and plants, including seasonal and periodic pruning, trimming, cutting, dead-heading and weeding of all plant beds. The Contractor will be responsible for maintenance of the irrigation system and perform seasonal spring and fall cleanup operations including the installation of new mulch in the spring and leaf removal in the fall.

The Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period as specified herein.

Existing landscape areas, plants and school infrastructure shall be protected from damage at all times. Special care shall be taken to protect the athletic track during all landscaping and grounds keeping operations in and around the track. At all times, any areas undergoing repairs or adjustments shall be kept separate from pedestrians by a barrier. Any damage to the work area, private property or utilities shall be reported to the School Department immediately.

B. Initial Site Visit and Work Schedules:

Upon award of the contract, the Contractor and the School Department's Authorized Representative shall meet and walk the site(s) before the commencement of work to determine the condition of all work areas and clarify any questions regarding the scope of work.

The Contractor shall submit a draft work schedule to the School Department's Authorized Representative for approval prior to commencing work. Verification of schedule and work to be performed must be communicated to the School Department via email on a daily/weekly basis. The School Department's Authorized Representative reserves the right to change the Contractor's schedule with twenty-four (24) hours notice.

In the event of an emergency, the Contractor shall be required to respond to a call from the School Department within two (2) hours.

C. Product Approval, Delivery and Handling:

Prior to ordering materials for the site, the Contractor shall submit manufacturer's literature and samples to the School Department for selection and approval. Materials shall not be purchased or installed until approval by the School Department has been obtained. Delivered materials shall closely match the approved samples.

With the exception of bulk materials such as loam and mulch, all materials shall be delivered to the site in the original unopened containers, which shall bear suppliers name and composition of contents. The

Contractor must supply the School Department's Authorized Representative with a mulch sample prior to installation. This sample must be approved by the School Department. All products and materials should be handled and installed in accordance with manufacturer specifications and instructions.

D. Payment Schedule:

The Contractor shall submit invoices for payment on or about the 1st of each month, for services rendered the previous month. The School Department's Authorized Representative shall authorize all work and approve that work is done satisfactorily. Signed, written approval from the School Department's Authorized Representative must be submitted with each of the Contractor's invoices. **Invoices will not be approved or paid without written approval attached.** The School Department will process all invoices within forty-five (45) days of approval.

Each invoice shall include the following information:

1. Name and position of the person submitting invoice;
2. The date and time period covered in the invoice;
3. Documentation of the performance of all tasks and repairs as described in this section of the scope of services, including copies of receipts for materials purchased;
4. Descriptions of any conditions that may be adversely affecting the health of the landscape.

E. Landscape Maintenance:

The Contractor shall furnish all labor and materials necessary to provide complete and continuous landscape maintenance. The following services shall be included in the price proposal: spring and fall cleanup; turf and plant maintenance; irrigation system maintenance; edging and mulching; periodic landscape maintenance; periodic tree, shrub and plant maintenance; and seeding and turf grass repair.

During the term of the contract, the School Department may request proposals from the Contractor to perform work consistent with the services above but outside the original scope. Payment for these services shall be negotiated between Contractor and the School Department.

1. Spring Cleanup and Fall Cleanup:

The Contractor shall commence spring cleanup during the last week of March, weather permitting, or as directed by the School Department. Spring cleanup shall be completed no later than May 15th. Spring cleanup shall include the following services: litter and debris removal; turf sweeping and raking; removal of winterkill; raking of all turf areas; removal of winter mulch; installation of new mulch; sweeping of all non-turf areas; lawn, plant bed and tree basin edging; tree and plant pruning; plant bed cleanup and weeding; pruning of ornamental grasses; and turf repair. Spring cleanup operations should leave the site in a clean, orderly condition ready for irrigation start up and periodic landscape maintenance.

The Contractor shall complete fall cleanup by the first week in December. The Contractor should closely monitor weather and growing conditions to ensure fall cleanup is completed before the first major snow fall. Fall cleanup shall include the following services: leaf removal; sweeping of all non turf

areas, ensure ornamental grasses remain standing for winter definition tree and plant pruning and plant bed winter preparation. Fall cleanup operations should leave the site in a clean, orderly condition ready for snow and ice removal.

2. Turf and Plant Maintenance Program:

The Contractor shall complete spring soil tests in accordance with standard horticultural practices and supply the School Department with a copy of soil test results.

The Contractor shall develop a turf and plant maintenance program based on the results of the soil test and a review of the existing site conditions. The Contractor shall be responsible for monitoring and maintaining healthy turf, plant and soil conditions including soil compaction and acidity. The Contractor shall maintain soils at an appropriate pH level to encourage the proper growth and health of turf and plants. All products and materials used as part of the turf and plant maintenance program must be organic in nature with the exception of broadleaf weed and crabgrass control for which commercial landscape products may be used. The Contractor must submit a copy of their turf and plant maintenance program to the School Department for approval.

At minimum, the turf and plant maintenance program shall include:

- a. Turf grass areas: 4 applications of fertilizer.
- b. Trees: annual application of liquid fertilizer.
- c. Plants and shrubs: bi-annual application of fertilizer.
- d. Annual deep tine core aeration of all turf grass areas.
- e. Development and implementation of an integrated pest management (IPM) plan for disease and pest control that includes the application of biologically-based pesticides, such as pheromones and microbial pesticides, and the use of pest control devices if necessary. The school does currently have an IPM binder and is contracted with Waltham Services, 630 Silver Street, Unit A, Agawam, MA, to deal with insect problems.
- f. Applications of crab grass and broad leaf weed control.
- g. Introduction of soil amendments such a slime, gypsum and other naturally occurring products.

Fertilizers and other soil amendments shall be applied in a slow release form. The Contractor must submit product information and specifications to the School Department for approval prior to application. When applying fertilizer, weed and pest control products, soil amendments or other approved products, the Contractor shall be careful to confine the applications to the turf grass area or plant bed surface. Any application that falls on walks, walls, or other unintended areas shall be cleaned off immediately.

The cost of all turf and plant maintenance program supplies and services shall be borne by the Contractor and should be incorporated in their proposal.

3. Irrigation System Maintenance:

The Contractor shall be responsible for start-up, maintenance, and winterization of the existing irrigation system on site. The Contractor shall be responsible for monitoring moisture conditions within turf grass areas, plant beds and tree basins to ensure that adequate moisture levels are maintained. The Contractor

shall program the irrigation system to supplement natural rainfall with sufficient water. The irrigation system does have a rain sensor. The Contractor shall use standard horticultural practices to determine seasonal supplemental water needs for turf grass, plants and trees.

The Contractor shall be responsible for start-up of the irrigation system in the spring and winterization of the irrigation system in the fall. The irrigation system must be fully functional by May 15 and the system must be winterized by October 15 or as directed by the School Department's Authorized Representative.

The Contractor shall provide all labor, supplies and equipment needed to start-up, operate and winterize the irrigation system throughout the term of the contract. It is the responsibility of the Contractor to maintain the system in an operable condition. If at any time any component of the irrigation system is not properly functioning, it is the responsibility of the Contractor to immediately notify the School Department so that necessary repairs are made on a timely basis to bring the system to an operable condition.

During each periodic maintenance visit, the Contractor shall check the irrigation control clock for accuracy and make any necessary adjustments; test the entire irrigation system and observe one complete test cycle; inspect electrical and plumbing systems to assure their proper operation and coverage; and immediately notify the School Department of any needed repairs to any damaged sprinkler heads, valves, underground lines, controls, clocks or other components of the irrigation system that are not functioning properly.

If the irrigation system is providing inadequate or excessive water coverage in any areas, the Contractor shall make proper adjustments immediately. If the irrigation system is unable to provide adequate water coverage for an extended period of time, the Contractor shall manually provide water to maintain all areas in a healthy condition until the irrigation system is restored, at no additional cost to the School Department. The School Department shall bear the cost of all water used for irrigation.

4. Edging, Hand-weeding, and Mulching

All lawn edges, tree basins, hedge lines and landscape beds shall be edged in advance of the first periodic maintenance visit. At minimum, plant beds and tree basins shall be edged twice a year, once in April and once in September. Planting beds and tree basins shall be neat in appearance and maintained to the lines originally laid out. Plant beds, tree basins and mulched areas shall be kept weed free throughout the growing season. Weeds shall be removed manually by pulling up by the roots.

All plant beds, tree basins and mulch areas shall be mulched once annually in April. Before installing new mulch, the Contractor shall cultivate the top one inch of the existing mulch and take care not to damage roots. The Contractor shall add additional mulch to provide a uniform three inch maximum mulch depth. Care shall be taken not to mound mulch up around the basal stems of trees and plants. No mulch shall be located within 3" of the base of any tree trunk. "Volcano mulching" around tree basins is prohibited. Following the cultivation and addition of mulch at each location, the resultant mulch surface shall be level with the adjacent lawn surface. The Contractor shall remove all particles of mulch from adjacent paved surfaces, lawn and foliage of plants.

The Contractor shall maintain uniform mulch cover and visual consistency throughout the growing season. Mulch shall be raked, replenished, replaced or added to as necessary to maintain adequate mulching levels. Mulch shall be 100% pure hemlock. No dyed mulch will be accepted. Mulch samples shall be submitted to the School Department's contract administrator for approval in advance of mulching. The cost of all mulch shall be borne by the Contractor and should be incorporated in their proposal.

5. Periodic Landscape Maintenance

Periodic landscape maintenance shall begin no later than the second week in April and shall conclude during the first week in November or as directed by the School Department's Authorized Representative. The Contractor shall complete at least one (1) periodic maintenance visit per week (typically 28 annually).

The Contractor shall mow, trim, and weed all School Department owned areas within the work location. This shall include all lawns, turf grass areas, open space, sidewalk planting strips, center strips, medians, traffic islands, sloped areas, embankments, bowls, tree wells, guard rails, fence and wall lines, back-of-sidewalk areas, stairs, benches, light poles and other site infrastructure. Mowing of the football field and tennis court area is a DPW function and is not a part of this contract. Mowing is not to be done during testing days, which are in March and May. Coordination with the School Department will be necessary.

All lawn and turf grass areas shall be cut to a height of at least 2" but no greater than 2 ½" during periods of cool weather. During hot weather, a height of at least 3" is required but not greater than 3 ¼". Mowing and trimming shall be performed on a routine schedule, weekly during the spring and fall growing seasons, or as directed by the School Department. Lawns and turf grass areas shall be mowed with a sharp and properly calibrated rotary mower. The direction of the mowing shall alternate between an East to West direction for one mowing, a North-South direction for the following mowing and diagonally for the following mowing.

Care shall be taken not to damage tree trunks, plants, buildings, fencing, walls, irrigation system components, curbs, private property or other infrastructure when mowing and trimming. All damage shall be reported to the School Department's Authorized Representative. The Contractor shall repair all such damage at no cost to the School Department.

During each periodic maintenance visit, the Contractor shall complete all required tasks identified in Sections 2, 3, 4, 5, 6 and 7 of Section III, Item E: Landscape Maintenance. The cost of services and supplies rendered during each periodic maintenance visit shall be borne by the Contractor and should be incorporated in their proposal.

Below is a list of tasks that shall be completed during each weekly, periodic maintenance visit:

- **Turf and Plant Maintenance Program**
- **Irrigation System Maintenance**
- **Edging, Hand-weeding, and Mulching**
- **Periodic Tree, Shrub and Plant Maintenance**
- **Seeding and Turf Grass Repair**

6. Periodic Tree, Shrub and Plant Maintenance

The Contractor shall furnish all labor and materials necessary to provide complete and continuous maintenance of trees, shrubs, herbaceous plants, ground cover, and perennial and annual plantings in order to keep them in a healthy, growing condition. This shall include annual spring fertilization, watering, pruning, summer care, disease and pest control, weeding, soil conditioning and winterization. The Contractor shall also be responsible for pinching back and dead heading herbaceous plants as needed.

All work shall be done in accordance with standard horticultural practices, as identified in the *Planting and Maintaining Sustainable Landscapes: A Guide for Public Officials and the Green Industry*, published by the University of Massachusetts. All tree work should be supervised by a Massachusetts Arborist Association Certified Arborist or equivalent. All tree pruning shall be done in a manner which does not change the natural character and appearance of the tree. The Contractor shall notify the School Department to review any major tree pruning.

7. Seeding and Turf Grass Repair

The Contractor shall be responsible for slice-seeding and or over-seeding all existing lawns and turf grass in need of repair. The Contractor shall submit proposed seed mixes to the School Department for approval prior to seeding. The Contractor shall submit a manufacturer's Certificate of Compliance with specifications prior to each seed application. These certificates shall include the guaranteed percentage of purity, weed content and germination of the seed and the net weight and date of shipment. No seed may be sown until the Contractor has submitted the certificate to the School Department.

The Contractor shall be responsible for identifying, reporting and repairing areas of lawn and turf grass that require repair due to overuse, thinning, shady conditions, compaction, animal damage, vandalism or other damage. The Contractor shall repair the dead or damaged turf grass by seeding, loaming and seeding or hydro-seeding as directed by the School Department.

When an area of turf grass is under repair, the Contractor shall provide and install protective fencing around the repair area until the new seed has germinated, filled in or established. All seeding, loaming and seeding, and hydro-seeding shall be done in accordance with standard horticultural practices. The Contractor shall replace seed that fails to properly germinate or establish.

The cost of all over-seeding, loaming and seeding, and hydro-seeding shall be on a cost per 1,000 sq. ft. area basis.

Section IV: Proposal Submittal Requirements

Proposers must submit one (1) original copy of the price proposal and one (1) original and three (3) copies of the non-price proposal, and each must be submitted in separate sealed envelopes no later than 2:00 p.m., Friday, January 25, 2019, to the address listed in Section IIA.

IN SEALED ENVELOPE #1 – Labeled: 19-20 GHS Landscape Maintenance Services – Price Proposal

IN SEALED ENVELOPE #2 – Labeled: 19-20 GHS Landscape Maintenance Services – Non-Price Proposal

Each proposal shall include at a minimum the following information:

1. Cover letter describing the background of proponent's company including size, date established, office location(s), and resumes of principal staff members. The cover letter must be signed by an official of the firm who has authority to enter into a contract.
2. History of the company's experience as it relates to projects of similar size and scope.
3. Provide at least three relevant references from projects of similar scope. The Town intends, with the proponent's permission, to contact references.
4. Signed Certificate of Non-Collusion (Attachment A)
5. Signed Certificate of Tax Compliance (Attachment A)
6. Proof of required insurance

IN SEALED ENVELOPE #1 – Labeled: 19-20 GHS Landscape Maintenance Services – Price Proposal

1. The Price Proposal shall include a cost breakdown of all services to be rendered. Proponents shall use the attached pricing sheet (Attachment B).
2. The Town of Greenfield's purchases are tax exempt under the number #E-046-001-163. The successful proponent shall assume 100% responsibility for the delivery of all products to the project site.

Section V: Evaluation Criteria

All proposals will be evaluated by the Selection Team based upon minimum and comparative criteria. The Town will award a contract to the company that submits the most advantageous proposal based on consideration of the specified minimum and comparative criteria as well as price.

1. Minimum Criteria:

Each proposal must meet all of the following criteria in order to be considered for further evaluation:

- All requirements as outlined in Section IV – Proposal Submittal Requirements.
- Company must have at least three (3) years experience as it relates to projects of similar size and scope.
- Company must provide at least three relevant references from projects of similar size and scope.
- Company must have a documented safety program with a history of satisfactory past performance.
- Company must be licensed by the Commonwealth of Massachusetts to apply pesticides approved for use in Massachusetts.

2. Comparative Criteria:

The following rating will be used to evaluate those proponents that meet the minimum evaluation criteria above. Those proposals that do not meet the minimum criteria may be reviewed at the Town's

discretion. If a proposal scores *Non Advantageous/Does Not Meet* on any of the following comparative criteria, the Town may consider the proposal unacceptable and not review it any further. The Town will consider the following comparative criterion for award:

Highly advantageous
Advantageous

Proposal excels on the specified criterion
Proposal meets evaluation standard for the criterion.

Not Advantageous/Does Not Meet

Proposal does not fully meet the evaluation criteria, leaves a question or issue not fully addressed or does not address the element.

The criteria that will be used for comparative purposes are as follows:

a) **Proponent's Work Experience**

Highly Advantageous: The proponent has a minimum of ten (10) years of work experience as it relates to projects of similar size and scope.

Advantageous: The proponent has a minimum of five (5) years of work experience but less than ten (10) as it relates to projects of similar size and scope.

Not advantageous/Unacceptable: The proponent has less than five (5) years of work experience as it relates to projects of similar size and scope.

b) **Proponent's References**

Highly Advantageous: The proponent provides seven (7) or more relevant references from projects of similar size and scope.

Advantageous: The proponent provides at least four (4) but less than seven (7) relevant references from projects of similar size and scope.

Not advantageous/Unacceptable: The proponent provides less than four (4) relevant references from projects of similar size and scope.

c) **Proponent's Staffing Qualifications**

Highly Advantageous: The proponent currently has in its employ a minimum of two (2) currently Certified Landscape Professionals (CLPs) and/or Certified Landscape Technicians (CLTs) as recognized by the Associated Landscape Contractors of America (ALCA).

Advantageous: The proponent currently has in its employ at least one (1) currently Certified Landscape Professionals (CLPs) and/or Certified Landscape Technicians (CLTs) as recognized by the Associated Landscape Contractors of America (ALCA).

Not advantageous/Unacceptable: The proponent does not have in its employ any currently Certified Landscape Professionals (CLPs) or Certified Landscape Technicians (CLTs) as recognized by the Associated Landscape Contractors of America (ALCA).

Attachment A

CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, entity, or group of individuals.

(Name of person signing proposal)

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Name of person signing proposal)

(Name of business)

Name of Project

A contractor will not be eligible for award of a contract unless such contractor has submitted the following certification, which is deemed a part of the resulting contract:

CONTRACTOR'S CERTIFICATION

_____certified that:

1. It tends to use the following listed construction trades in the work under the contract

and

2. Will comply with the minority manpower ration and specific affirmative action steps required by law, and
3. Will obtain from each of its Sub-Contractors and submit to the contracting or administering agency prior to the award of any Sub-Contract under this contract the Sub-Contractor certification required by these quote conditions.

Signature of contractor's authorized representative

Printed name and title

Prior to the award of any sub-contract, regardless of tier, the prospective sub-contractor must execute and submit to the prime contractor the following certification, which will be deemed a part of the resulting sub-contract:

SUB-CONTRACTOR'S CERTIFICATION

_____certified that:

1. It tends to use the following listed construction trades in the work under the sub-contract

and;

2. Will comply with the minority manpower ration and specific affirmative action steps required by law; and
3. Will obtain from each of the sub-contractors prior to the award of any sub-contract under this sub-contractor certification required by these quote conditions.

Signature of contractor's authorized representative

Printed name and title

In order to ensure that the said sub-contractor's certification becomes a part of all sub-contractors under the prime contract, no sub-contract shall be executed until an authorized representative of the City agency (or agencies) administering this project has determined, in writing, that the said certification has been incorporated in such sub-contract, regardless of tier. Any sub-contract executed without such written approval shall be void.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting quote or proposal

Name of Business

Attachment B

PRICING SHEET:

Detail your labor estimates and annual service fees for the following services (these are required for the Owner to properly evaluate the Contractor's Price Proposal):

Work Description	Estimated Hours of Labor Per	Total Annual Service Fee
1. Spring and Fall Cleanup		
2. Turf and Plant Maintenance Program		
3. Irrigation System Maintenance		
4. Edging, Hand-weeding, and Mulching		
5. Periodic Landscape Maintenance		
6. Periodic Tree, Shrub and Plant Maintenance		
7. Seeding and Turf Grass Repair (Cost per 1,000 sq. ft. of Area)		
Total (total hours of labor in first column & total annual fee, without sales tax, in second column)		

Attachment C

Site Plan



